Public report

2019-20

Submitted by

Legal Name:
Southern Cross Austereo Services Pty Ltd

Organisation and contact details

Submitting organisation details	**Legal name**	Southern Cross Austereo Services Pty Ltd
	ABN	37158877484
	ANZSIC	J Information Media and Telecommunications 5621 Free-to-Air Television Broadcasting
	Business/trading name/s	Southern Cross Austereo
	ASX code (if applicable)	SXL
	Postal address	Level 15, 50 Goulburn Street SYDNEY NSW 2000 AUSTRALIA
	Organisation phone number	0293751525
Reporting structure	**Ultimate parent**	Southern Cross Media Group Limited
	Number of employees covered by this report	1,840

Workplace profile

Manager

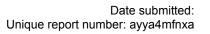| Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
CEO/Head of Business in Australia	0	Full-time permanent	0	1	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel	-1	Full-time permanent	1	5	6
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	10	22	32
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other managers	-3	Full-time permanent	113	126	239
		Full-time contract	0	0	0
		Part-time permanent	14	1	15
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			138	155	293

Workplace profile

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Professionals	Full-time permanent	142	234	0	0	0	0	376
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	5	9	0	0	0	0	14
	Part-time contract	0	0	0	0	0	0	0
	Casual	42	70	0	0	0	0	112
Technicians and trade	Full-time permanent	4	55	0	0	0	0	59
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	1	2	0	0	0	0	3
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	9	0	0	0	0	10
Community and personal service	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	70	29	0	0	0	0	99
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	12	1	0	0	0	0	13
	Part-time contract	0	0	0	0	0	0	0
	Casual	29	10	0	0	0	0	39
Sales	Full-time permanent	327	159	0	0	0	0	486
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	56	1	0	0	0	0	57
	Part-time contract	0	0	0	0	0	0	0
	Casual	2	2	0	0	0	0	4
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0

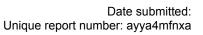| Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Labourers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Others	Full-time permanent	38	15	0	0	0	0	53
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	4	1	0	0	0	0	5
	Part-time contract	0	0	0	0	0	0	0
	Casual	127	90	0	0	0	0	217
Grand total: all non-managers		860	687	0	0	0	0	1,547

Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

NB.   IMPORTANT:

• References to the Act mean the Workplace Gender Equality Act 2012.

• A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.

• Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2019 to 31 March 2020. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).

• Answers need to reflect ALL organisations covered in this report.

• If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.

1.   **Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?**

    1.1   **Recruitment**

        ☒ Yes (select all applicable answers)
            ☒ Policy
            ☒ Strategy
        ☐ No (you may specify why no formal policy or formal strategy is in place)
            ☐ Currently under development, please enter date this is due to be completed
            ☐ Insufficient resources/expertise
            ☐ Not a priority

    1.2   **Retention**

        ☒ Yes (select all applicable answers)
            ☐ Policy
            ☒ Strategy
        ☐ No (you may specify why no formal policy or formal strategy is in place)
            ☐ Currently under development, please enter date this is due to be completed
            ☐ Insufficient resources/expertise
            ☐ Not a priority

    1.3   **Performance management processes**

        ☒ Yes (select all applicable answers)
            ☒ Policy
            ☒ Strategy
        ☐ No (you may specify why no formal policy or formal strategy is in place)
            ☐ Currently under development, please enter date this is due to be completed
            ☐ Insufficient resources/expertise
            ☐ Not a priority

1.4   Promotions

☒ Yes (select all applicable answers)
    ☒ Policy
    ☒ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Not a priority

1.5   Talent identification/identification of high potentials

☒ Yes (select all applicable answers)
    ☐ Policy
    ☒ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Not a priority

1.6   Succession planning

☒ Yes (select all applicable answers)
    ☐ Policy
    ☒ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Not a priority

1.7   Training and development

☒ Yes (select all applicable answers)
    ☒ Policy
    ☒ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Not a priority

1.8   Key performance indicators for managers relating to gender equality

☒ Yes (select all applicable answers)
    ☐ Policy
    ☒ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Not a priority

1.9   Gender equality overall

☒ Yes (select all applicable answers)
    ☒ Policy
    ☒ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Not a priority

1.10   How many employees were promoted during the reporting period against each category below?

IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	30	29	48	35
Permanent/ongoing part-time employees	0	0	1	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.11   How many appointments in total were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	58	51
Number of appointments made to NON-MANAGER roles (including promotions)	385	277

1.12   How many employees resigned during the reporting period against each category below?

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	34	41	184	166
Permanent/ongoing part-time employees	7	0	23	5
Fixed-term contract full-time employees	0	0	3	12
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	148	140

1.13   If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

Our Talent Acquisition team is part of the People & Culture team with responsibility for the day to day management and delivery of all in-house recruitment services, including: developing job descriptions and job advertisements, facilitating interviews and candidate assessments, executive search, generating employment contracts and administration of digital employee induction. The Talent Acquisition team also tracks and reports on key workforce metrics, maintaining a live 'dashboard' of turnover, key role appointments, and diversity statistics on a monthly and quarterly basis. The reports are shared with senior leadership and contain turnover and new hire demographic data, such as: Gender, location, role title, age and tenure with a narrative on insights or emerging trends.

As a national organisation with 62 offices, delivering both operational recruitment support and strategic workforce insights to hiring managers and senior leadership ensures SCA maintains a high benchmark of best practice in recruitment and retention while identifying challenges (such as candidate skill shortages) within the media talent landscape. The team also delivers recruitment and interview training to Hiring Managers and supports the broader People & Culture team to drive diversity and inclusion strategies by showcasing SCA's employee value proposition externally and identifying high performers internally for succession or development opportunities.

The Talent Acquisition team engages an array of technology to support the recruitment and selection process at SCA. We continue to utilise the 'Mercer' system to complete job evaluations., Every role at SCA is graded and benchmarked. Evaluations are reviewed and used as a benchmark for new positions within the business to ensure consistency and transparency regarding gender pay equality.

SCA continues to use 'PageUp' as an applicant tracking system, which tracks each vacancy from open to offer stages, posting to job advertising channels as well as superior talent banking. Due to the variety of roles within SCA, when advertising vacancies the talent acquisition team will partner with the Hiring Manager to discuss an approach to yield maximum labour market reach and diversity of candidates. The talent acquisition team will also draft each job advertisement to ensure wording and used is inclusive, attractive to diverse candidates and that any discriminatory language is avoided. Popular advertising channels include; online job boards (SEEK, LinkedIn, Indeed), media industry websites, Social Media and the dedicated SCA Careers website (which includes information about our values and recruitment process). All open SCA vacancies are advertised on the company intranet and shared to all staff via a weekly 'Career Board' email to ensure current employees are notified and encouraged to apply through the internal Recruitment & Selection process.

To ensure that Merit-based selection is the goal of every recruitment campaign, recruitment decisions are based on a variety of selection tools appropriate to the particular role including face-to-face interviews, phone screens, workshops, psychometric assessments, skills testing, work samples and reference checks to achieve maximum fairness and objectivity. The talent acquisition team have embedded the use of the 'SHL' suite of people and performance assessments. SHL offer an arrange of psychometric personality and ability assessments based on the 'universal competency framework' which assist the hiring manager to align the candidate's occupational behavioural preferences with the role. Use of the SHL 'Occupational Personality Questionnaire' facilitated by an SHL trained member of the talent acquisition team has ensured objectivity and consistency in the way in which 'final round' candidates are considered and minimises the impact of unconscious bias on the hiring decision.

In November 2019, SCA engaged Alcami Interactive (one-way video interviewing software) to give candidates an opportunity to showcase their passion, skill and personality in response to a selection of open and valued-based questions. Feedback from the platform is that managers felt they could view candidate submissions at their leisure (which improved their level of attention and mindset) and allows for multiple stakeholders to value and evaluate candidates, improving the quality of feedback. This has improved the quality of manager feedback and additional figures (such as voice morphing and video 'off' features) assist to minimise unconscious bias. This also gives the candidate flexibility to complete the video at a convenient and planned time, rather than receiving a screening call 'out of the blue'.

To ensure compliance with the SCA Recruitment & Selection framework and to embed the tools mentioned, the People & Culture team provides ongoing guidance, administration, feedback, training and support to managers during all stages of the recruitment process.

Gender equality indicator 2: Gender composition of governing bodies
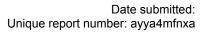
Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

2.   **The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.**

2.1   **Please answer the following questions relating to each governing body covered in this report.**

Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1a.1 **Organisation name?**

Southern Cross Austereo Pty Ltd

2.1b.1 What gender is the Chair on this governing body (if the role of the Chair rotates, enter the gender of the Chair at your last meeting)?
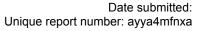
	Female	Male
Number	0	1

2.1c.1 How many other members are on this governing body (excluding the Chair/s)?

	Female	Male
Number	2	4

2.1d.1 Has a target been set to increase the representation of women on this governing body?

☒ Yes
☐ No (you may specify why a target has not been set)
    ☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Do not have control over governing body/board appointments (provide details why):
    ☐ Not a priority
    ☐ Other (provide details):

2.1e.1 What is the percentage (%) target?

40

2.1f.1 What year is the target to be reached?

2020

2.1g.1 Are you reporting on any other organisations in this report?

☐ Yes
☒ No

2.2 Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL organisations covered in this report?

☒ Yes (select all applicable answers)
    ☒ Policy
    ☐ Strategy
☐ No (you may specify why no formal selection policy or formal selection strategy is in place)
    ☐ In place for some governing bodies
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Do not have control over governing body appointments (provide details why)
    ☐ Not a priority
    ☐ Other (provide details):

2.3 Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?

☐ Yes
☒ No

2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
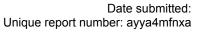
The Board has appointed an external consultant to assist with succession planning, including to recruit directors to fill vacancies on the Board. The Board has stated its expectation that long and short lists for these roles will include a balance of female and male candidates.

Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

3.   Do you have a formal policy and/or formal strategy on remuneration generally?

☒ Yes (select all applicable answers)
    ☒ Policy
    ☐ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Salaries set by awards/industrial or workplace agreements
    ☐ Non-award employees paid market rate
    ☐ Not a priority
    ☐ Other (provide details):

3.1   Are specific gender pay equity objectives included in your formal policy and/or formal strategy?

☒ Yes (provide details in question 3.2 below)
☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Salaries set by awards/industrial or workplace agreements
    ☐ Insufficient resources/expertise
    ☐ Non-award employees paid market rate
    ☐ Not a priority
    ☐ Other (provide details):

3.2   Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?

☐ To achieve gender pay equity
☒ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews)
☐ To be transparent about pay scales and/or salary bands
☐ To ensure managers are held accountable for pay equity outcomes
☐ To implement and/or maintain a transparent and rigorous performance assessment process
☐ Other (provide details):

4.   Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. conducted a gender pay gap analysis)?

☒ Yes - the most recent gender remuneration gap analysis was undertaken:
    ☐ Within last 12 months
    ☒ Within last 1-2 years
    ☐ More than 2 years ago but less than 4 years ago
    ☐ Other (provide details):
☐ No (you may specify why you have not analysed your payroll for gender remuneration gaps)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)

☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)
       ☐ Non-award employees paid market rate
       ☐ Not a priority
       ☐ Other (provide details):

4.01 **You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).**

Gender Pay Analysis was undertaken in 2019 comparing roles of a similar level within the organisation. Any notable discrepancies were considered on the specific circumstances applicable and any explainable discrepancies were identified and corrected. We endeavour to complete another gender pay analysis during 2020/21.

4.1 **Did you take any actions as a result of your gender remuneration gap analysis?**

☒ Yes – indicate what actions were taken (select all applicable answers)
       ☐ Created a pay equity strategy or action plan
       ☒ Identified cause/s of the gaps
       ☐ Reviewed remuneration decision-making processes
       ☐ Analysed commencement salaries by gender to ensure there are no pay gaps
       ☐ Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
       ☐ Analysed performance pay to ensure there is no gender bias (including unconscious bias)
       ☒ Trained people-managers in addressing gender bias (including unconscious bias)
       ☐ Set targets to reduce any organisation-wide gaps
       ☐ Reported pay equity metrics (including gender pay gaps) to the governing body
       ☐ Reported pay equity metrics (including gender pay gaps) to the executive
       ☐ Reported pay equity metrics (including gender pay gaps) to all employees
       ☐ Reported pay equity metrics (including gender pay gaps) externally
       ☐ Corrected like-for-like gaps
       ☒ Conducted a gender-based job evaluation process
       ☐ Implemented other changes (provide details):
☐ No (you may specify why no actions were taken resulting from your remuneration gap analysis)
       ☐ No unexplainable or unjustifiable gaps identified
       ☐ Currently under development, please enter date this is due to be completed
       ☐ Insufficient resources/expertise
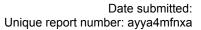   ☐ Salaries set by awards/industrial or workplace agreements
       ☐ Non-award employees are paid market rate
       ☐ Unable to address cause/s of gaps (provide details why):
       ☐ Not a priority
       ☐ Other (provide details):

4.2 **If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:**

Following SCA's gender pay analysis undertaken in 2018, we are confident that overall men and women are paid equally for doing equivalent jobs across our business,. The gaps of the majority of the outliers are below the national average, however SCA will continue aiming to close pay gaps in identified roles overtime. We continue to act to address any gaps and to make sure our policies and practices are fair, including actively reviewing decisions around our annual performance, pay and bonus review. Due to the ongoing impact of COVID-19, a further gender pay analysis has been delayed to 2021.

In another method of ensuring equal remuneration between men and women at SCA, we will introduce pay bands into our management processes for managers to assist in determining pay at recruitment stages and as part of our annual salary review process. This will assist in addressing any possible bias at the point of recruitment, through to conversations about salary and progression opportunities within SCA. A salary benchmarking tool has been scheduled for creation for 2020/21.

In order to understand gender pay variances at SCA, we have implemented the Mercer International Position Evaluation (IPE) system which enabled SCA's first gender pay analysis. We continue to use this tool in recruitment activities and in promotional reviews.

The People and Culture team have evaluated approximately 326 roles under the Mercer IPE system to date, with this number growing as newly created roles continue to be evaluated within the recruitment process. In order to ensure both in-house expertise and IP, there is an element of subjectivity involved in determining the critical elements of job size, many roles have been re-assessed. The Mercer IPE system is now an
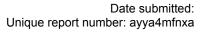
embedded process at SCA and all newly created roles will be evaluated to ensure consistency and transparency across gender pay equity and comparing like for like roles across SCA.

Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5. **A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.**

   Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?

   ☒ Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):
       ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
       ☒ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
       ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
   ☐ No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY):
       ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
       ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
       ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
   ☐ No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):
       ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
       ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
       ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
   ☐ No, not available (you may specify why this leave is not provided)
       ☐ Currently under development, please enter date this is due to be completed
       ☐ Insufficient resources/expertise
       ☐ Government scheme is sufficient
       ☐ Not a priority
       ☐ Other (provide details):

   5.1 **How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:**

       4

5a. **If your organisation would like to provide additional information on your paid parental leave for primary carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other arrangements you may have in place, please do so below.**

All part-time and full-time employees of SCA with at least 12 months' continuous service are entitled to employer funded paid parental leave, in addition to the government's paid parental leave scheme.

Under the SCA Paid Parental Leave scheme, both Primary and Secondary Carers will receive paid leave, entitlements will be based on length of service at the time of taking the leave.
Primary Carers:
1-3 years' service: 4 weeks paid leave at full pay or 8 weeks at half pay.
3+ years' service: 6 weeks paid leave at full pay or 12 weeks at half pay.
Secondary Carers (partners of the birth mother):

1+ year service: 1 week paid leave at full pay or 2 weeks at half pay.

5.2   What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?
   •   **In your calculation, you MUST INCLUDE CASUALS when working out the proportion.**

☐ <10%
☐ 10-20%
☐ 21-30%
☐ 31-40%
☐ 41-50%
☐ 51-60%
☐ 61-70%
☒ 71-80%
☐ 81-90%
☐ 91-99%
☐ 100%

5.3   Please indicate whether your employer funded paid parental leave for primary carers covers:

☒ Adoption
☒ Surrogacy
☒ Stillbirth

6.   A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.

Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?

☒ Yes
☐ No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)
☐ No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY
☐ No (you may specify why employer funded paid parental leave for secondary carers is not paid)
   ☐ Currently under development, please enter date this is due to be completed
   ☐ Insufficient resources/expertise
   ☐ Government scheme is sufficient
   ☐ Not a priority
   ☐ Other (provide details):

6.1   How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:

5

6a.   If your organisation would like to provide additional information on your paid parental leave for SECONDARY CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.

All part-time and full-time employees of SCA with at least 12 months' continuous service are entitled to employer funded paid parental leave, in addition to the government's paid parental leave scheme.
Under the SCA Paid Parental Leave scheme, both Primary and Secondary Carers will receive paid leave, entitlements will be based on length of service at the time of taking the leave.
Primary Carers:
1-3 years' service: 4 weeks paid leave at full pay or 8 weeks at half pay.
3+ years' service: 6 weeks paid leave at full pay or 12 weeks at half pay.
Secondary Carers (partners of the birth mother):
1+ year service: 1 week paid leave at full pay or 2 weeks at half pay.

6.2   What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS?
   •   **In your calculation, you MUST INCLUDE CASUALS when working out the proportion.**

☐ <10%
☐ 10-20%
☐ 21-30%
☐ 31-40%
☐ 41-50%
☐ 51-60%
☐ 61-70%
☒ 71-80%
☐ 81-90%
☐ 91-99%
☐ 100%

6.3   Please indicate whether your employer funded paid parental leave for secondary carers covers:

☒ Adoption
☒ Surrogacy
☒ Stillbirth

7.   How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	11	0	0	1

7.1   How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

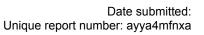|	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	45	0	0	7

8.   How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
•   Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
•   'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Managers	1	0

8.1   How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
•   Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
•   'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

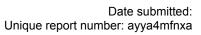|	Female	Male
Non-managers	4	0

9.   Do you have a formal policy and/or formal strategy on flexible working arrangements?
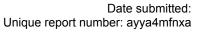
☒ Yes (select all applicable answers)
    ☒ Policy
    ☒ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Don't offer flexible arrangements
    ☐ Not a priority
    ☐ Other (provide details):

9.1   You may indicate which of the following are included in your flexible working arrangements strategy:

☒ A business case for flexibility has been established and endorsed at the leadership level
☐ Leaders are visible role models of flexible working
☒ Flexible working is promoted throughout the organisation
☐ Targets have been set for engagement in flexible work
☐ Targets have been set for men's engagement in flexible work
☒ Leaders are held accountable for improving workplace flexibility
☒ Manager training on flexible working is provided throughout the organisation
☐ Employee training is provided throughout the organisation
☐ Team-based training is provided throughout the organisation
☒ Employees are surveyed on whether they have sufficient flexibility
☐ The organisation's approach to flexibility is integrated into client conversations
☐ The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement)
☐ Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel
☐ Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

10.   Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

☒ Yes (select all applicable answers)
    ☒ Policy
    ☐ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Included in award/industrial or workplace agreement
    ☐ Not a priority
    ☐ Other (provide details):

11.   Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?

☒ Yes
☐ No (you may specify why non-leave based measures are not in place)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Not a priority
    ☐ Other (provide details):

11.1   Please select what support mechanisms are in place and if they are available at all worksites.
    •   Where only one worksite exists, for example a head-office, select "Available at all worksites".

☐ Employer subsidised childcare
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ On-site childcare
    ☐ Available at some worksites only
    ☐ Available at all worksites
☒ Breastfeeding facilities
    ☐ Available at some worksites only
    ☒ Available at all worksites
☐ Childcare referral services

☐ Available at some worksites only
☐ Available at all worksites
☐ Internal support networks for parents
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave)
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ Information packs to support new parents and/or those with elder care responsibilities
    ☐ Available at some worksites only
    ☐ Available at all worksites
☒ Referral services to support employees with family and/or caring responsibilities
    ☐ Available at some worksites only
    ☒ Available at all worksites
☒ Targeted communication mechanisms, for example intranet/ forums
    ☐ Available at some worksites only
    ☒ Available at all worksites
☐ Support in securing school holiday care
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ Coaching for employees on returning to work from parental leave
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ Parenting workshops targeting mothers
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ Parenting workshops targeting fathers
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ None of the above, please complete question 11.2 below

12. **Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?**

☒ Yes (select all applicable answers)
    ☒ Policy
    ☐ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Included in award/industrial or workplace agreements
    ☐ Not aware of the need
    ☐ Not a priority
    ☐ Other (please provide details):

13. **Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?**

☒ Yes (select all applicable answers)
    ☒ Employee assistance program (including access to a psychologist, chaplain or counsellor)
    ☒ Training of key personnel
    ☐ A domestic violence clause is in an enterprise agreement or workplace agreement
    ☐ Workplace safety planning
    ☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
    ☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
    ☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
    ☒ Access to unpaid leave
    ☒ Confidentiality of matters disclosed
    ☐ Referral of employees to appropriate domestic violence support services for expert advice
    ☒ Protection from any adverse action or discrimination based on the disclosure of domestic violence
    ☒ Flexible working arrangements
    ☐ Provision of financial support (e.g. advance bonus payment or advanced pay)
    ☐ Offer change of office location

☐ Emergency accommodation assistance
☐ Access to medical services (e.g. doctor or nurse)
☐ Other (provide details):
☐ No (you may specify why no other support mechanisms are in place)
☐ Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Not aware of the need
☐ Not a priority
☐ Other (provide details):

14. **Where any of the following options are available in your workplace, are those option/s available to both women AND men?**
- **flexible hours of work**
- **compressed working weeks**
- **time-in-lieu**
- **telecommuting**
- **part-time work**
- **job sharing**
- **carer's leave**
- **purchased leave**
- **unpaid leave.**

Options may be offered both formally and/or informally.
For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

☒ Yes, the option/s in place are available to both women and men.
☐ No, some/all options are not available to both women AND men.

14.1 **Which options from the list below are available? Please tick the related checkboxes.**
- **Unticked checkboxes mean this option is NOT available to your employees.**

	Managers		Non-managers	
	Formal	Informal	Formal	Informal
Flexible hours of work	☒	☒	☒	☒
Compressed working weeks	☒	☒	☒	☒
Time-in-lieu	☒	☒	☒	☒
Telecommuting	☒	☒	☒	☒
Part-time work	☒	☒	☒	☒
Job sharing	☒	☒	☒	☒
Carer's leave	☒	☒	☒	☒
Purchased leave	☒	☒	☒	☒
Unpaid leave	☒	☒	☒	☒

14.3 **You may specify why any of the above options are NOT available to your employees.**

☐ Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Not a priority
☐ Other (provide details):

14.4 **If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:**

At Southern Cross Austereo we encourage employees to see work as just one part of their balanced lifestyles. We offer paid parental leave, a variety of flexible working arrangements and a variety of additional leave options to allow employees to manage their personal and work commitments.

While we continue to, subject to business requirements, provide flexible work arrangements to new parents returning to work to help them balance their family commitments with their career, HR are also educating
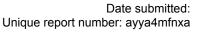
managers on the opportunities and benefits of flexible working for all, not only those with caring responsibilities. Managers are provided with training, flexible working policies / fact sheets and guidance from HR to assist them in assessing a role for flexible working arrangements as well as information on their obligations under legislation.

Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

15. **Have you consulted with employees on issues concerning gender equality in your workplace?**

☒ Yes
☐ No (you may specify why you have not consulted with employees on gender equality)
    ☐ Not needed (provide details why):
    ☐ Insufficient resources/expertise
    ☐ Not a priority
    ☐ Other (provide details):

15.1 **How did you consult with employees on issues concerning gender equality in your workplace?**

☒ Survey
☒ Consultative committee or group
☐ Focus groups
☒ Exit interviews
☐ Performance discussions
☐ Other (provide details):

15.2 **Who did you consult?**

☒ All staff
☐ Women only
☐ Men only
☐ Human resources managers
☐ Management
☐ Employee representative group(s)
☐ Diversity committee or equivalent
☐ Women and men who have resigned while on parental leave
☐ Other (provide details):

15.3 **If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.**

SCA has previously established a number of Major Project Group (MPG)'s to work on a variety of initiatives including Diversity and Inclusion as well as the Workforce of the Future. These MPG's were set up to ensure SCA maintains an ongoing focus on external & internal trends that impact our workforce. Unfortunately as a result of COVID-19 we have seen a decline in the number of internal MPG's, however, we have reflected on our learnings from previous years and will ensure that we do not diminish the great work we have started. This involves various learning and development initiatives which focus on female leadership, "Women Ahead" Mentoring programs, internal mentoring programs within various levels of the organisation and regular pulse check surveys.

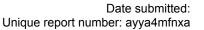# Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

16.   **Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?**

☒ Yes (select all applicable answers)
    ☒ Policy
    ☐ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Included in award/industrial or workplace agreement
    ☐ Not a priority
    ☐ Other (provide details):

16.1   **Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?**

☒ Yes
☐ No (you may specify why a grievance process is not included)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Not a priority
    ☐ Other (provide details):

17.   **Do you provide training for all managers on sex-based harassment and discrimination prevention?**

☒ Yes - please indicate how often this training is provided:
    ☒ At induction
    ☒ At least annually
    ☐ Every one-to-two years
    ☐ Every three years or more
    ☐ Varies across business units
    ☐ Other (provide details):
☐ No (you may specify why this training is not provided)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Not a priority
    ☐ Other (provide details):

17.1   **If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:**

All Southern Cross Austereo employees receive annual online compliance training on topics including EEO, discrimination, bullying and harassment. They are also informed about their obligations under these important policies at induction through online videos. Southern Cross Austereo's dedicated People and Culture team also provide annual training for managers on a variety of topics including their obligations in preventing discrimination, harassment and bullying in the workplace. It is our vision to supplement this training with management training webinars run by the People and Culture team, which will enable new managers coming into the business or existing employees being promoted into management roles to access the training in a timely manner and offer existing managers access to refresher training throughout the year.

All staff complaints, including those raised in exit interviews are investigated by the People and Culture team and any issues are addressed and resolved appropriately. In January 2020, we instigated a thorough education program alongside the launch of SCA's Whistleblowing Policy 'Speak Up', which has seen a formal process introduced, including the use of a third-party provider, in order to facilitate confidential and impartial investigations into Whistleblowing concerns.

Other

18. **If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.**

    (As with all questions in this questionnaire, information you provide here will appear in your public report.)

Gender composition proportions in your workplace

Important notes:

1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
2. Some proportion calculations will not display until you press **Submit** at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

Based upon your workplace profile and reporting questionnaire responses:

Gender composition of workforce
1. the gender composition of your workforce overall is 54.2% females and 45.8% males.

Promotions
2. 55.2% of employees awarded promotions were women and 44.8% were men
    i. 50.8% of all manager promotions were awarded to women
    ii. 58.3% of all non-manager promotions were awarded to women.

3. 5.8% of your workforce was part-time and 0.7% of promotions were awarded to part-time employees.

Resignations
4. 52.3% of employees who resigned were women and 47.7% were men
    i. 50.0% of all managers who resigned were women
    ii. 52.6% of all non-managers who resigned were women.
5. 5.8% of your workforce was part-time and 4.6% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave
    i. 8.9% of all women who utilised parental leave ceased employment before returning to work
    ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
    iii. 100.0% of all managers who utilised parental leave and ceased employment before returning to work were women
    iv. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access

List of employee organisations:

CEO sign off confirmation

Name of CEO or equivalent:

Confirmation CEO has signed the report:

CEO signature:

Date: